



New Starters

PopSOC is an equal opportunities setting that recognises the child's need to adapt to new environments at an individual rate. Therefore PopSOC has adopted a policy in which to facilitate the child in becoming adjusted to the club and their new surroundings.

- ∇ When a new parent enquires about the club they will be invited and encouraged to come to the club for a visit with their child, preferably during a session. During this time a Playworker will take parent and child round the building and discuss all of the different activities on offer. They will invite the child to participate in anything they so choose.
- ∇ All staff will greet all children in an open, warm and friendly manner and will promote a positive, happy atmosphere within the club.
- ∇ During a child's first session at the club they will be introduced to the children who will be encouraged to show the child around the setting once more. The children, alongside a Playworker, will gently explain the basic rules of PopSOC and will show them the rules on the wall for reference. The Playworker will also help to explain the fire drill procedures.
- ∇ It is the Manager's responsibility to observe the child and liaise with the parent as to how well they are settling in. If the Manager observes a Playworker that the child is particularly fond of, they may allocate that Playworker to observe and liaise in their place, with all observations being reported to the Manager.
- ∇ The Playworkers will attempt to find out what activities are enjoyed most by the child and will ask whether or not the child knows any other children already at the club. Playworkers will then attempt to engage the child in an activity with him/herself or with an already known child.
- ∇ The level of support given by the Playworkers will be dependent upon the child's age, maturity, personality, level of independence and parent recommendation.
- ∇ The child will be asked from time to time how they are and will be observed in order to check that they are settled and happy.

- ∇ If a Playworker has any concerns about the welfare of any child in the club this should be raised with the manager and the parent. Likewise, should the parent have any concerns about the child while they are at the club, they should contact the Manager immediately. The staff and Manager will readily arrange an informal chat if it is felt necessary. Staff will always be available to hear any concerns raised.

Policy written October 2008

Policy agreed